

**DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

Working Title: In-Lieu Fee (ILF) Program Specialist
Classification: Natural Resources Program Specialist - 2
Location: Waterways Program, External Services Division, Madison

Position Summary: The position oversees real estate, financial and contract management for the Wetland Conservation Trust In-Lieu Fee (ILF) program and works with the Department’s Real Estate, Finance and Accounting staff to ensure that ILF projects can move forward appropriately and within budgetary expectations. This position also helps manage ILF mitigation project operations - including site reviews, project approvals, project implementation, and communication with internal and external partners.

Geographic Scope and Travel Requirements: Some statewide travel is required to conduct site visits and meet with project partners. Occasional overnight travel may be required.

Scope of Authority: This position reports to the Waterway and Wetland Protection Section Chief and interacts with the ILF Program team. Under the direction of the Section Chief, this position is responsible for assisting the ILF Program with real estate, financial and contract management for the ILF program and project-related tasks.

Responsibilities

50% A. Oversee ILF Real Estate Transactions, Credit Sales and Project Finances

- A1. Collaborate with the Real Estate Program to administer real estate transactions such as recording conservation easements, supporting property assessments and assisting with land acquisitions to support ILF projects
- A2. Complete, verify, document and track ILF credits sales in appropriate internal and external ledgers
- A3. Review, verify and complete, and track ILF project invoices and contracts
- A4. Track ILF project budgets to ensure budgets match and reconcile with project contracts
- A5. Coordinate with Division Contracting Specialist to ensure ILF project contracts and amendments are completed accurately and on time
- A6. Communicate with Real Estate Program and Division Contracting Specialists to find opportunities to streamline ILF administrative needs. Brainstorm opportunities for collaboration and program efficiency.
- A7. Update appropriate ILF Program spreadsheets with project contracts and amendments data

25% B. ILF Mitigation Project Management

- B1. Review and edit ILF project documents including site plans, construction drawings, and monitoring reports
- B2. Conduct ILF site inspections, verifying completed field tasks and evaluating site establishment
- B3. Advise ILF contractors on project implementation including budgeting, restoration approach, and maintenance and monitoring methods
- B4. Review ILF contractor documents including proposals, bids, contracts, change orders, and reimbursement requests
- B5. Assist in maintaining project management protocols to ensure program consistency and efficiency

20% C. Evaluation of Potential ILF Mitigation Projects

- C1. Identify potential ILF mitigation projects via desktop review, field visits, and outreach with possible project partners
- C2. Review submitted ILF mitigation proposals received via RFPs
- C3. Complete watershed and ecological planning related to the ILF Program
- C4. Assist the ILF program coordinator on programmatic efforts including updating the ILF Compensation Planning Framework, assisting in establishing ecology-related policy and guidelines related to wetland mitigation

5% D. Other Duties

- D1. Participate in job-related training and organizational meetings, as assigned by supervisor
- D2. Perform other assignments as assigned

Physical Requirements and Environmental Factors

Physical Requirements:

Strength Requirements - This position does office work 75% of the time and does not have rigorous physical requirements. This work includes:

Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently) about 90% of the time during the course of the year.

Light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) about 10% of the time during the course of the year.

Physically, the position requires bending at the waist, kneeling, crouching, climbing, balancing, lifting, carrying, reaching, handling, fingering, sitting, standing, talking, hearing, seeing (clarity of vision at 20 feet or more, clarity of vision at 20 inches or less), walking on foot.

Environmental Factors:

This is a part office and part field position with some outside work activity. As such, contact with and/or exposure to adverse weather conditions (extreme cold or heat), adverse field conditions (underbrush, emersion in water, etc.), medium or heavy equipment, and moderate or extreme hazards will occur.

Knowledge, Skills and Abilities

- 1. Knowledge and skill related to the review and analysis of financial data
- 2. Knowledge of wetland ecology, hydrology, and soil sciences
- 3. Knowledge and skill related to field implementation of wetland mitigation projects
- 4. Knowledge and skill related to reviewing wetland mitigation site plans
- 5. Knowledge of Clean Water Act regulatory programs related to wetland mitigation
- 6. Knowledge of plant identification, vegetation monitoring, soil characterization, and groundwater monitoring
- 7. Skill using GIS and GPS tools to evaluate wetland restoration data
- 8. Skill using Microsoft Word and Excel or other comparable software
- 9. Ability to manage large complex projects involving multiple partners and tasks over multiple years
- 10. Effective oral and written communication skills such as document review and editing
- 11. Strong organizational skills
- 12. Collaborative and interpersonal skills; ability to work well in a team